



## Department of Environmental Protection

One Winter Street Boston, MA 02108 • 617-292-5500



# General Permit Initial & Annual Certifications: Recycling, Composting & Digestion Fact Sheet & Instructions

## Fact Sheet

Under the General Permit provisions of 310 CMR 16.04, the owner or operator of a New or Newly Acquired Recycling, Composting and Aerobic or Anaerobic Digestion Operations is required to submit the following:

- Initial Certification with the MassDEP Boston Office and the local Board of Health at least thirty (30) days prior to commencing operations; and
- Annual Certification by February 15 each year.

Both types of General Permit certification must be submitted via the Re-TRAC Connect™ online filing system. If you have not used Re-TRAC Connect™ before, you will need to create an account first.

**Before attempting to login and complete the certification process, please read the entire [Re-TRAC Connect™ User Guide: Solid Waste Operation Reporting & Certification](#)**  

After creating an account and accessing the Re-TRAC Connect™ system, you will prompted to provide operational and organizational information for each operation, select the certification(s) you intend to complete, and verify these submissions. You will then be presented with the annual certification and reporting forms to complete.

For the complete text of the regulation, see: [310 CMR 16.00: Site Assignment Regulations for Solid Waste Facilities](#)

## Instructions:

This certification form is only for the following types of operations that handle less than the listed maximum tonnage limits. Operations which exceed these tonnage limits may be eligible for a Recycling, Composting or Conversion (RCC) permit pursuant to 310 CMR 16.05

Operations Eligible for a General Permit under 310 CMR 16.04	
Type of Operation	Maximum Material Limits



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Recycling Operations	Receives no more than 250 tons per day of recyclable materials, not including paper [310 CMR 16.04(1)(a)].
Composting Operations	Receives no more than 105 tons per week and no more than 30 tons per day of Group 2 organic materials [see below or 310 CMR 16.04(1)(b)] AND  Contains no more than 5,000 cubic yards of organic material per acre AND  Has no more than 50,000 cubic yards total of organic material on site at one time.
Aerobic or Anaerobic Digestion Operations	Receives no more than 100 tons per day of organic material from on-site or off-site, based on a 30-day rolling average[310 CMR 16.04(1)(c)]

Composting Operations will meet certain limits on the amounts of material that is likely to become putrescible in order to be eligible for a General Permit. These materials are identified in 310 CMR 16.04(3) as having a carbon to nitrogen ratio of 30:1 or less, and are designated as "Group 2" materials. "Group 1" materials are organic materials with a carbon to nitrogen ration of 50:1 or more. The table below (reproduced from 310 CMR 16.04(3) Table 1) provides examples of materials in each group and may be used for reference purposes in completing this certification form.

Examples of Organic Materials			
Group 1 Organic Materials		Group 2 Organic Materials	
Example Materials	C:N Ratio	Example Materials	C:N Ratio
Clean Wood	100-1300:1	Vegetables	11-19:1
Cardboard	560:1	Food Material	14-16:1
Paper & Paper Products	125-850:1	Grass Clippings	17:1
Leaves	40-80:1	Green Plant Material	15-19:1
Straw	60-80:1	Fish Waste	2-5:1
Corn Stalks	60-75:1	Manure	6-14:1
Shrub Trimmings	50:1	Solid & Liquid Digestate from Aerobic & Anaerobic Digestion Processes	Variable



Commonwealth of Massachusetts  
Executive Office of Energy & Environmental Affairs

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Source: U.S. Composting Council, Best Management Practices (BMPs) for Incorporating Food Residuals Into Existing yard Waste Composting Operations, p. 20. found at <https://compostingcouncil.org/resources/best-management-practices-bmps-for-incorporating-food-residuals-into-existing-yard-waste-composting-operations-2/>.

- A **Responsible Official** (as defined in 310 CMR 16.02) will complete this certification for the operation.
- Complete the appropriate sections of the form for your type of operation, as directed by Re-TRAC Connect™ prompts.
- At the time of Re-TRAC Connect™ submission, the **Responsible Official** completing this certification should print out and sign a copy of the completed certification for record keeping purposes.
- Remember that it is your responsibility to keep your facility in compliance with environmental protection requirements at all times. You may be subject to enforcement action if you do not comply with the standards.

### Related Links

[Volume-to-Weight Conversion Factors \(March 2007\)](#)  

For use in calculating tonnages for common recyclable materials.

[Recycling, Composting & Conversion](#)

Notification, certification and permit application forms for recycling, composting, conversion and organic materials management operations.